

TRANSFERS

SUBMISSION GUIDELINES AND STYLEGUIDE

BEFORE YOU SUBMIT

The peer review process for *Transfers* is double-blind: both the author and the referee are anonymous. The submission will be sent to a least two referees (one of them preferably being a specialist in the topic, the other looking at the manuscript from a more general scholarly viewpoint), often three (also, a third referee may be asked to step in later if the two first referees differ in opinion substantially) and sometimes four.

Please consult the journal's mission statement (<http://journals.berghahnbooks.com/trans/>) to check whether your paper fits in generally with *Transfers*' editorial policy. For a detailed overview of this policy, see the Editorial in the first issue, Spring 2011.¹ There are excellent journals for straightforward transport history or urban planning. Submission to *Transfers* makes sense if your paper explicitly speaks to the concept of mobility, wanders at the crossroads between several disciplines (art, anthropology, media studies, policy and planning, cultural studies, American, African, Asian studies, animal studies, history) or moves at or beyond the very borders of what mobility (history) is generally considered to encompass. We are expecting to publish papers on fashion and motoring (history), the influence of a country's history on current traffic planning or a plea to include the movement of tectonic plates in the (history of) mobility paradigm, to give some suggestions taken from accepted submissions. We are also interested in the relationship between history and current-day policymaking and planning, and welcome historical papers governed by recent policy questions or contributions from social scientists that include historical case studies. For the latter type of submission you don't have to be a historian (but you have to be familiar what historians do and how they do it), just as you don't have to be a sociologist or planner to write a history of policymaking. We are not afraid of opinionated contributions, but our upper-most criterion is scholarly quality. Articles should be between 6,000 and 8,000 words (including notes).

We also solicit submissions for any of the other sections, including proposals for book reviews, book review essays, museum reviews, film reviews and ideas for our art section. Please address these requests to the relevant review editor and consult the formats for any of these sections on the journal's website.

Authors should submit articles as Word attachments by e-mail, formatted as Microsoft Word or Rich Text Format files. No paper known to be under consideration by another journal will be reviewed. Electronic submissions are preferred but mailed contributions will be reviewed. Please note that all correspondence will be transmitted via e-mail. Submissions without complete and properly formatted references may be rejected. In general, submitters not following the stylesheet below, will be invited to resubmit. For questions about submissions, please contact the general editor:
Gijs Mom: G.P.A.Mom@tue.nl

¹ From that Editorial you can conclude, for instance, that a national study cannot be published without some thoughts about why the reader should be asked to read precisely on this country; the answer that nothing has been published on it so far would not do, obviously.

MANUSCRIPT PREPARATION

Send in two versions of your paper, one with all biographical data and acknowledgements, your postal and email addresses, the other fully anonymized, also in the file name and in the notes. Please go to the properties function of the file and delete any reference to you and your university. In the anonymized version, do not refer to your own work in the first person; or replace the content of the note by a remark like: “deleted for the refereeing process.” Contact the editor to find another solution if this would seriously jeopardize a balanced assessment by referees. Illustrations, graphs and tables should, at this preliminary stage, NOT be submitted separately, but inserted in the text in such a way that the file size does not exceed 2 MB.

FORMATTING

Turn off all hyphenation and justification routines. Only use a fixed left-side margin; don't use the 'fill out' function on the right. Always paginate your paper. Please keep the formatting of your manuscript as simple as possible. Do not insert 'hidden' instructions in the text such as hard line shifts, unless at the end of a paragraph.

Type

The document must be set at the A4 paper size standard. The entire document (including the notes) should be double-spaced with 1-inch (2.5 cm) margins on all sides. A 12-point standard font such as Times or Times New Roman is required and should be used for all text, including headings and notes.

Headings

Headings must be differentiated from the text by bold lettering in the same format and size. Do not use underlining on headings. Only use one level of headings. A heading should not be followed by a period or a footnote. Don't use too many headings, or too few: five to ten is acceptable.

Paragraphs

Immediately after a heading the paragraph should start flush with the left-hand margin (no indent). Following new paragraphs should be indented consistently by using Tab. Do not place extra space between paragraphs. Avoid too many short paragraphs but equally, avoid overlong paragraphs which tend to look tedious.

Abstract/Keywords

The article must start with an abstract of 100 to 150 words and 6 to 8 keywords. The abstract should include the research question or puzzle, identify the data, and give some indication of the methodology and the principal findings but should not be a duplication of the introductory paragraph. Keywords should be drawn from the content and not duplicate the article title. Also use the journal's List of Keywords [[link not yet active](#)]. As the abstract will be used to enable website visitors to choose to download your article, special care should be given to a correct representation of the article's content.

About the Author (this applies only to the non-anonymized version of your submission)
Between the text and the endnotes, include 5-10 lines of biographical information, including name, position, affiliation, research interest or one or two main or recent publications, a full postal address and an e-mail address (in this order).

Any general acknowledgements should be placed in one of the first endnotes.

Copyright/Permissions

Upon acceptance, authors are required to submit copyright agreements and all necessary permission letters for reprinting or modifying copyrighted materials. Authors are fully responsible for obtaining all permissions. They are asked to sign a copyright form once the article is accepted for publication. The journal's Media Assistant Editor may be asked for advice. The copyright waiver form and a standard letter to copyright holders can be obtained from Ms. Jonker-Verhoeven at M.F.J.Jonker@tue.nl.

Illustrations

Unless a higher number is essential, it is recommended that one or two illustrations are added to each submission. There are three types of illustrations: Graphs, Tables, and Figures (photos, line drawings, and maps). Each illustration must be accompanied by a brief caption explaining its content and its source, the latter placed between parentheses.

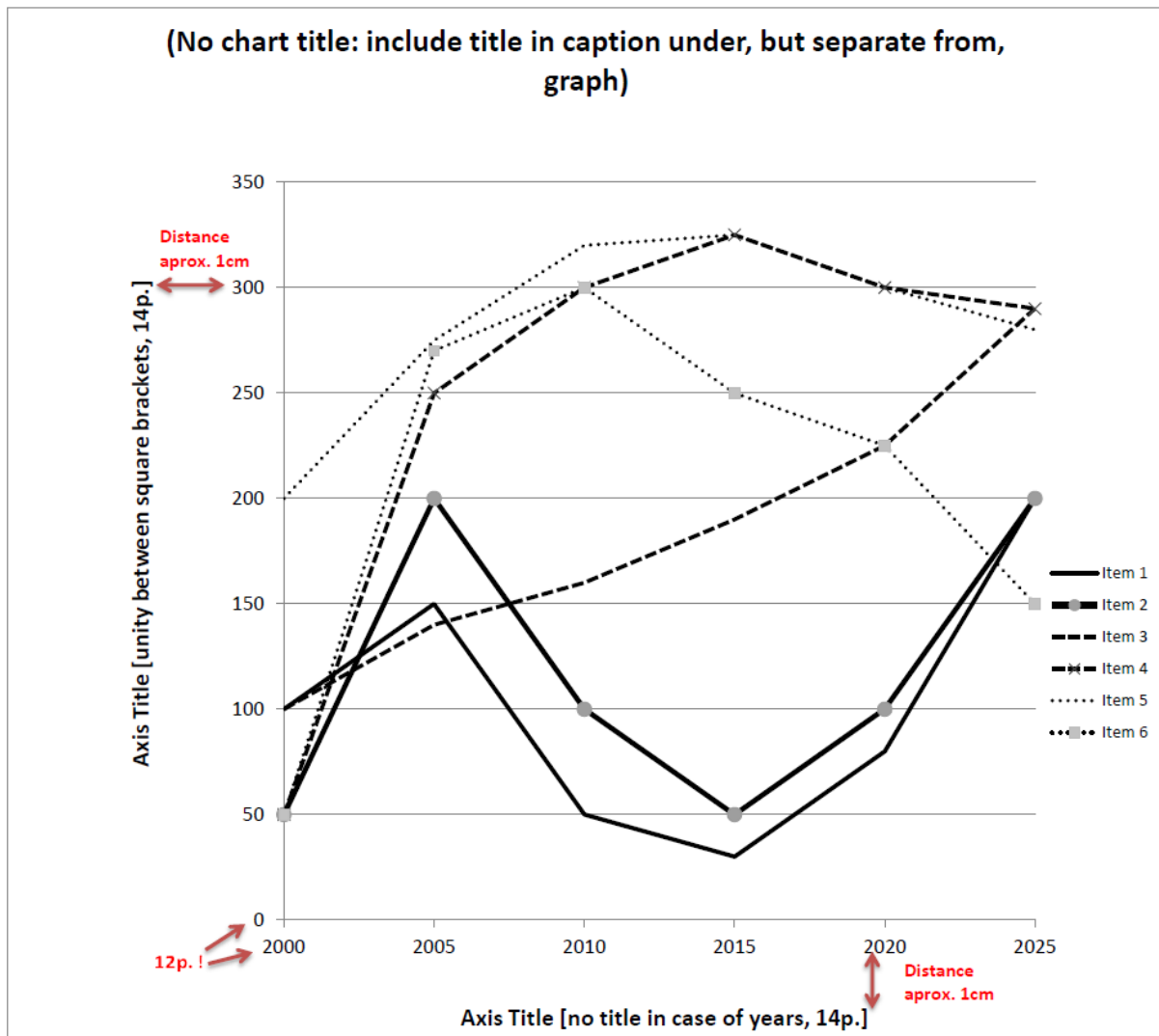
Illustrations should be numbered consecutively as they appear in the text. Please number items individually (Table 1, 2, 3, 4; Graph 1, 2, etc.; Figure 1, 2, 3) as opposed to grouping items together (Table 1, Table 2a, 2b, 2c).

Illustrations must be accompanied by a caption in which the source of the illustration must be included. Before an image is printed it will usually be essential for you to obtain permission to reproduce the image from the copyright holder.

Graphs

Graphs should be supplied according to the following format (see illustration). Its main characteristics are:

- size: about half a page (A4) including caption;
- axis: -always start at 0 (zero);
-tickmarks outside of axis;
-not too many labels at tick marks (f.i. every fifth year);
- curves:-graphs with one curve only: plain black;
-graphs with two curves: second curve interrupted;
-etcetera (see example). Make sure that curves are clearly distinguishable.
- Do not use shadowing, three dimensional effects, etc.



Figures

For optimal reproduction it is essential that when the final draft of your paper is submitted for publication the figures are supplied as TIFF files (resolution at 300 dpi) if they are halftones or EPS (800 dpi) if they are line drawings. Each image should be black and white, with all fonts embedded. Additionally, all images should be approximately 4 x 4 inches (10 x 10 cm) at the resolution indicated. Figures may also be submitted on glossy camera-ready paper. Captions should be placed below figures.

Tables

Tables should be supplied in the following format:

- Solid rule above and below column headings and solid rule at foot of columns.
- No rules in body of table and no vertical rules used at all.
- Any notes should be given at the foot of the table (they should not be included among notes to the text). Use lower-case, superscript letters rather than numbers, to avoid confusion.
- The caption should appear above the table.
- If you have the choice, we prefer graphs over tables.

Caption, bold, 10p

Autos per 1000 Persons, 1910-1940 in California, the U.S., and Georgia; Truck Registrations in California

	autos per 1000 persons			Registered Trucks in California
	California	US	Georgia	
1910	18	5	2	913
1915	54	25	9	7,000
1920	164	87	50	93,300
1925	303	172	86	214,745
1930	357	217	118	230,387
1935	345	227	133	253,908
1940	400	244	161	319,701

source: Public Roads Administration, Federal Works Agency, *Highway Statistics, Summary to 1945* (Washington, D.C.: Government Printing Office, 1947), p.17, Persons Per Vehicle, 1910-1945; p. 18 Motor-Vehicle Registration in the Unites States by State, 1900-1946

STYLE GUIDE

SPELLING

Transfers uses American-English spelling. Consistency in spelling is most important; however, alternative spellings in quoted material and book and article titles should not be changed.

NB: Do *not* use contractions in formal writing, e.g, won't, can't, didn't.

Use anglicized plurals for foreign words that have passed into English: appendixes, formulas, forums, and so forth.

Use quotation marks to emphasize words sparingly. It is usually possible to make your point without special emphasis.

Do use diacritical marks.

NOTES

Please keep in mind that each and every quote should be referenced, not just with a whole book or article title, but also with the exact page number(s). About a hundred notes for a text of 8,000 words are about the maximum.

Notes should be placed at the end of the manuscript, Transfers does not use footnotes. They should be double spaced and numbered within the text: 1., 2., 3., and so on. (1., 2., 2a., 2b., 3., etc., is not acceptable.) Each superscript number in the text may *only* refer to one note. If you wish to use the same reference twice, use two notes. All notes end with a full point.

Note numbers *always follow* punctuation, but precede the in-text dash.

The manuscript was delivered – despite the extra work¹ – by the end of the week.²

Consistency and accuracy are most important. Do not overlook details such as translators, editors, and page references.

Always list the publisher if you can.

Give a full reference for the first mention of a particular work. In most cases, later references are shorter (see below).

Book

One author

Wendy Doniger, *Splitting the Difference* (Chicago: University of Chicago Press, 1999), 65.

Subsequent references: Doniger, *Splitting the Difference*, 66.

Two authors

Guy Cowlshaw and Robin Dunbar, *Primate Conservation Biology* (Chicago: University of Chicago Press, 2000), 104–7.

Subsequent references: Cowlshaw and Dunbar, *Primate Conservation Biology*, 106.

Four or more authors

Edward O. Laumann et al., *The Social Organization of Sexuality: Sexual Practices in the United States* (Chicago: University of Chicago Press, 1994), 262.

Subsequent references: Laumann et al., *The Social Organization of Sexuality*, 263.

Editor, translator, or compiler instead of author

Richmond Lattimore, ed., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 91–92.

Subsequent references: Lattimore, ed., *The Iliad of Homer*, 98.

Editor, translator, or compiler in addition to author

Yves Bonnefoy, *New and Selected Poems*, ed. John Naughton and Anthony Rudolf (Chicago: University of Chicago Press, 1995), 22.

Subsequent references: Bonnefoy, *New and Selected Poems*, ed. Naughton and Rudolf, 23.

Chapter or other part of a book

Andrew Wiese, “‘The House I Live In’: Race, Class, and African American Suburban Dreams in the Postwar United States,” in *The New Suburban History*, ed. Kevin M. Kruse and Thomas J. Sugrue (Chicago: University of Chicago Press, 2006), 101–130.

Always give the full pages at the first mention, so: 101–130, here: 101–102.

Subsequent references: Wiese, “‘The House I Live In’,” 103.

Chapter of an edited volume originally published elsewhere (as in primary sources)

Quintus Tullius Cicero, “Handbook on Canvassing for the Consulship,” in *Rome: Late Republic and Principate*, ed. Walter Emil Kaegi Jr. and Peter White, vol. 2 of *University of Chicago Readings in Western Civilization*, ed. John Boyer and Julius Kirshner (Chicago: University of Chicago Press, 1986), 24–47, here: 35.

Subsequent references: Cicero, “Handbook on Canvassing for the Consulship,” 36.

Preface, foreword, introduction, or similar part of a book

James Rieger, Introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley (Chicago: University of Chicago Press, 1982), xx–xxi.

Subsequent references: Rieger, Introduction to *Frankenstein*, xxii.

Book published electronically

If a book is available in more than one format, you should cite the version you consulted, but you *may* also list the other formats, as in the second example below. Add the access date parenthetically at the end of the citation, as in the first example below.

Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), <http://press-pubs.uchicago.edu/founders/> (accessed June 27, 2006).

Subsequent references: Kurland and Lerner, eds., *The Founders' Constitution*, <http://presspubs.uchicago.edu/founders/> (accessed June 27, 2006). Website names *must* be followed by an indication of the last date of consultation.

Journal article

Article in a print journal

John Maynard Smith, "The Origin of Altruism," *Nature* 393 no. 3 (September 1998): 639–654, esp. 641.

Subsequent references: Smith, "The Origin of Altruism," 640.

Article in an online journal

Mark A. Hlatky et al., "Quality-of-Life and Depressive Symptoms in Postmenopausal Women after Receiving Hormone Therapy: Results from the Heart and Estrogen/Progestin Replacement Study (HERS) Trial," *Journal of the American Medical Association* 287, no. 5 (2002), <http://jama.ama-assn.org/issues/v287n5/rfull/joc10108.html#aainfo> (accessed January 7, 2004).

Subsequent references: Hlatky et al., "Quality-of-Life and Depressive Symptoms."

Popular magazine article

Steve Martin, "Sports-Interview Shocker," *New Yorker*, May 6, 2002, 84–89.

Subsequent references: Martin, "Sports-Interview Shocker," 85.

Newspaper article

Newspaper articles may be cited in running text ("As William Niederkorn noted in a *New York Times* article on June 20, 2002, . . .") instead of in a note. But here is the more formal version of the citation.

William S. Niederkorn, "A Scholar Recants on His 'Shakespeare' Discovery," *New York Times*, June 20, 2002, Arts section, Midwest edition.

Subsequent references: Niederkorn, "A Scholar Recants on His 'Shakespeare' Discovery," 23.

Book review

James Gorman, "Endangered Species," review of *The Last American Man*, by Elizabeth Gilbert, *New York Times Book Review*, June 2, 2002, 16–20.

Subsequent references: Gorman, "Endangered Species," 17.

Thesis or dissertation

Martin Amundin, "Click Repetition Rate Patterns in Communicative Sounds from the Harbour Porpoise, *Phocoena phocoena*" (PhD diss., Stockholm University, 1991), 22–29, 35.

Subsequent references: Amundin, "Click Repetition Rate Patterns in Communicative Sounds," 25.

Paper presented at a meeting or conference

Brian Doyle, “Howling Like Dogs: Metaphorical Language in Psalm 59” (paper presented at the annual international meeting for the Society of Biblical Literature, Berlin, Germany, June 19–22, 2002).

Subsequent references: Doyle, “Howling Like Dogs.”

Web site

Web sites may be cited in running text (“On its Web site, the Evanston Public Library Board of Trustees states . . .”) instead of in an in-text citation. The following example shows the more formal version of the citation.

Evanston Public Library Board of Trustees, “Evanston Public Library Strategic Plan, 2000–2010: A Decade of Outreach,” Evanston Public Library, <http://www.epl.org/library/strategic-plan-00.html> (accessed June 1, 2005).

Subsequent references: Repeat the full web address and last access date.

Weblog entry or comment

Weblog entries or comments may be cited in running text (“In a comment posted to the Becker-Posner Blog on March 6, 2006, Peter Pearson noted . . .”) instead of in a note. The following example shows the more formal version of the citation.

Peter Pearson, comment on “The New American Dilemma: Illegal Immigration,” The Becker-Posner Blog, comment posted March 6, 2006, http://www.becker-posner-blog.com/archives/2006/03/the_new_america.html#c080052 (accessed March 28, 2006).

Subsequent references: Repeat the full web address and last access date

E-mail message

E-mail messages may be cited in running text (“In an e-mail message to the author on October 31, 2005, John Doe revealed . . .”) instead of in a note. The following example shows the more formal version of a note.

John Doe, e-mail message to author, October 31, 2005.

Subsequent references: Repeat the full reference.

Item in online database

Journal articles published in online databases should be cited as shown above, under “Article in an online journal.”

Pliny the Elder, *The Natural History*, ed. John Bostock and H. T. Riley, in the Perseus Digital Library, <http://www.perseus.tufts.edu/cgi-bin/ptext?lookup=Plin.+Nat.+1.dedication> (accessed November 17, 2005).

Unpublished material

Name of archival institution/library (in original language, followed by abbreviation and the translation between parentheses), name of the archive (e.g., papers International Alliance of Women, hereafter IAW), number of the archive (if any), description of the source/document (letter by x to y), and its inventory number (if any). Indicate in the first note how you are subsequently are going to refer to this source.

PARTS OF THE REFERENCE

Use col., par., and fol. to refer to column, paragraph, and folio. No colon is used after “See”. Where there is more than one reference in a note, these are usually separated by semicolons.

Ibid. should only be used in consecutive notes to indicate the same reference:

3. Hazel, *Cotton Trade*, vol. 4, 92.
4. *Ibid.*, 406. [For the same vol. no.]
5. *Ibid.*, chaps. 5 and 6.

Ibid. always refers to the *last* reference.

“*Idem*” can only be used in a single note to replace an author’s name when several works by the same author are cited.

The op. cit. system is not acceptable.

If you translate words or quotes, please add in the first relevant note that the translations are yours.

NUMBERS AND MEASUREMENTS

In general, use words for whole numbers from one to ninety-nine (except for a series of numbers) and for any numbers followed by hundred, thousand, million, and so forth, unless when you are explicitly counting or in mathematical formulas. Use figures for other numbers. In quotations, keep to the original and do not change figures for words and vice versa.

Round numbers are usually spelled out, but very large numbers followed by million or billion may be expressed in figures: two thousand years of history but 4.5 billion years.

If the first word in a sentence is a number, it should either be spelled out or the sentence should be rewritten. “The year 1968 was...” rather than “1968 was...”

Hyphenate spelled-out numbers: twenty-nine, two-thirds, but use figures to avoid too many hyphens, e.g., a 62-year-old-woman.

Always use a comma in thousands and larger numbers: 6,580 and 834,345,736.

Figures, not words, must be used before abbreviations: 5 kg, 6 km.

Figures are always used in percentages except when starting a sentence. Percent (one word) should always be spelled out in the main text, % may be used in tables and figures.

Write 0.5, not .5.

CURRENCIES

Always compare absolute values with average wage or some other measure, if available; in time series, use terms like 'fourfold', 'double' rather than absolute figures; in tables and graphs use original currencies but add an endnote or remark under the table or the graph, relating one

unit of the currency to some other measure (average wage, etc.) if available. For further help you can consult <http://eh.net/hmit/>

UNITS OF MEASUREMENT

The metric system (S.I.; “Système International”) should be considered the standard and used for key measurements referred to in the text. If necessary, the original unit may be mentioned between brackets after the metric value. If there are many units in the text then give a conversion rate instead in an endnote linked to the first mention. The same applies for tables and graphs. All units should retain their singular form when compounded to form hyphenated adjectives (e.g., ‘three-kilometer run). Elsewhere they should be pluralized but not if the quantity or number is less than one.

See for details for instance: <http://aurora.regenstrief.org/~ucum/ucum.html#section-Base-Units>

DOUBLE PUNCTUATION

There is no need for double punctuation at the end of a sentence, either after an abbreviation or after a punctuation mark in quotation marks or a book or article title.

Only when the punctuation mark is within parentheses is a final punctuation mark required:

He looked forward to his trip (France, Spain, Malta, etc.).

COMMAS

The series comma should appear before the words “and,” “or,” and “etc.” in lists of three or more items: black, gold, and red

When independent clauses are joined by and, but, or, so, yet, or any other conjunction, a comma usually precedes the conjunction. If the clauses are very short and closely connected, the comma may be omitted. A comma is not normally used for a compound predicate.

We bolted the door, but the intruder was already inside.

Everyone was startled by the news, and one man fainted.

The sky was blue and the sun was shining.

He had accompanied Sanford and had volunteered to write the report.

PARENTHESES AND BRACKETS

() are called parentheses. Brackets are square: []. Reserve square brackets for your own interpolations within quotations or for uncertain data in references (e.g., if the date or place is ascertainable but does not appear in the book). Brackets are also used as parentheses within parentheses.

FULL POINTS

With parentheses the full point should follow sense. Only when a whole sentence is in parentheses does the full point come before the closing parenthesis:

He looked pale. (He had been ill.)

He looked pale (he had been ill).

HYPHENATION

Compound adjectives are generally hyphenated:

nineteenth-century women, best-known example, four-year-old child, little-frequented place, decision-making process, ten-year plan, middle-class values

But a compound adjective with an 'ly' adverb is not hyphenated: highly motivated people, deeply involved groups.

ITALICS

Italicize words that are meant to be italicized - do not underline them.

Italics must be used for the following:

- titles of published books, though not the Koran, the Bible, or the books of the Bible (these should be roman with no quotes). Titles of periodicals, long poems, plays, films, operas, and oratorios, but not television or radio programs, which should be roman in quotes;
- names of ships (but not their prefixes): HMS *Valiant*, SS *Oriana*;
- foreign words or short phrases in an English sentence, but foreign quotations should appear in roman and quotes. Commonly used foreign words found in a standard English dictionary, such as *a priori*, *corpus*, and *raison d'être*, do not require italicization;
- to identify letters: the letter *t*;

The following do *not* use italics:

- titles of articles, chapters, short stories. Use roman and quotes for these;
- the possessive or plural *s* following an italicized word, 'the *Discovery's* home port';
- the scholarly Latin words and abbreviations *ibid.*, *idem*, *e.g.*, *i.e.*, *cf.*, *viz.*, *ca.*

The only exception is the word [*sic*], which is always italicized and appears in brackets.

Please do NOT italicize the commas or parentheses following an italicized title.

Use italics for emphasis sparingly. It is usually possible to make your point without special emphasis. 'B'-category sub-headings within chapters may be in italics.

BOLD

Do *not* use bold at any time for emphasis, except for headings.

APOSTROPHES

The general rule is that the possessive of most singular nouns is formed by adding an apostrophe and an “s” and the possessive of most plural nouns is formed by adding an apostrophe.

The sailor’s skiff capsized.

The mocking birds’ plaintive calls resounded throughout the dusk.

The general rule covers most proper nouns, including names ending in “s,” “x,” or “z,” in both their singular and plural forms, as well as letters, numbers, and punctuation marks.

Marx’s theories

Strauss’s Vienna

the Lincolns’ marriage

FDR’s legacy

1999’s heaviest snowfall

Exceptions

If a noun ends in an “eez” sound, such as Socrates, or an unpronounced “s,” such as Camus, the possessive is formed by simply adding an apostrophe.

Socrates’ students

François’ efforts

Camus’ books

When neither an “s” nor an apostrophe alone looks right or when any ambiguity might arise, avoid the possessive and use “of ” instead.

Do *not* use 's for the plurals of capitalized acronyms or abbreviations: NGOs, the 1960s.

Do use 's for lower-case abbreviations where the meaning may be confused: e.m.f.'s.

There is *no apostrophe* for: phone, bus, thirties, flu or its (possessive).

Capitalization

Avoid overuse of capitals. They are often unnecessary.

GEOGRAPHICAL

North, South, East, West if part of a political division, for example, South West Africa, Western Europe, Western capitalism. But the south of Scotland, southern Scotland, western winds. Sun, moon and earth are usually lower-cased, except in discussions of the Solar System.

Geographical names where possible spelled in English, e.g. not İstanbul but Istanbul.

INSTITUTIONS

The state, the church, but Washington State, the Roman Catholic Church, the Church of England; Parliament, but parliamentary behavior, parliamentarians. The State, the Church should be used in specific context.

HISTORICAL PERIODS

Geographical and historical periods, Iron Age, Carboniferous Era, Dark Ages and wars, Great War, Second World War are usually capitalized.

POLITICAL

Political subjects are tricky. Political parties – the Communist Party – take capitals but fascism, capitalism, syndicalism, social democracy, socialism, the press (of newspapers) do not.

Radical/radical; Liberal/liberal. The author should make his or her meaning clear by using upper case for Radical and Liberal when denoting a political party and lower-case when these words are used in a general political sense.

TITLES AND RANKS

Queen Elizabeth. The queen says, and a queen must. The Minister of Information; the minister of a church, but Justice Stevens, Reverend Dunn. The foreign secretary, but Secretary of State Seward; President Roosevelt, Sir Humphrey, Lord North, but the Duke of Buccleuch, a duke, a bishop. Hyphenated titles are capitalized in both parts: Vice-President.

DATES

The sequence for a date should be day month year:

She left home and started a new life on 3 October 1911.

Spell out century numbers: “the fourteenth century” and hyphenate the adjectival form: “fourteenth-century roses.”

Use “the mid-fourteenth century” (noun) but “an early fourteenth-century prelate” (adjective).

Pairs of dates: 1970–1, 1972–3, *but* 1915–18, 1809–1903.

Decades should be 1930s, *not* 1930's, 1930ies or thirties. There is no apostrophe in the plural: 1890s.

In text use “from 1924 to 1928” not “from 1924–28.” And “between 1924 and 1928” not “between 1924–28.”

“18 September to 19 January” is better than “18 September–19 January.”

Months can be abbreviated in tables and footnotes, but always use the name of the month and not the number, and always be consistent, e.g., Sep. or Sept.

TIME

To be expressed as follows: six months, 8.40 a.m., eight o'clock, half past eight, a five-minute break, but five minutes' start (no hyphen).

Use words for periods of time such as "it took him six months," but figures for exact measurements and for series of numbers.

FOREIGN LANGUAGES

Give English translations of foreign titles the first time they are used. Use this format: *Foreign title* (English translation). Please note that the *translated* name of a publication is NOT italicized nor uses capital letters (this in order to indicate that it is a translation, not the actual name of a publication) After that, use the original title.

Make sure all accents are used in the typescript, though accents on capital letters in French can be omitted. If your printer cannot print accents/umlauts etc., these should be clearly marked by hand so they can be inserted at a later stage.

Foreign words or short phrases that are not commonly used in English should be *italicized*. We prefer to italicize a foreign word or phrase only on its first appearance in the text if it is used frequently thereafter, and we also recommend that a translation be provided for each foreign term. Words frequently used in scholarly discourse (*Sonderweg* or *Bürgertum*, for example) need not be translated, but less commonly used words and phrases should be. Some Greek, Latin, and French words (e.g., catharsis, habeas corpus, croissant) have become familiar in English and should not be italicized. Please refer to the *Merriam-Webster Collegiate Dictionary* or the *American Heritage College Dictionary* when in doubt.

Examples of how to write foreign names:

Journals: *Uchitelska probuda* (Teachers' awakening),
 Zhenski glas (Women's voice).

Organisations:

Druzhestvo za zashtita na detsata (Union for the Protection of Children),
 Bulgarski Zhenski Sujuz (Bulgarian Women's Union).

However: the translation is only added the first time, after that the original name is used.

If quoting a foreign source and giving this quote in English in your own translation, don't give the original quote in the note, unless there is a special reason to do so. Always indicated "author's translation" or "my translation".

PROPER (PERSONAL AND PLACE) NAMES

In general, use contemporary rather than modern names, for example, “Leningrad” rather than “St. Petersburg” for a book about the Cold War (but there may be cases in which you want to consult with the editors about this).

Anglicize place names consistently, for example, “Munich” not “München;” “Vienna” not “Wien;” “Marseilles” not “Marseille;” “Habsburg” and *not* “Hapsburg.” However, “Braunschweig” should be retained (there is no English equivalent here). This rule should be followed in all text that is not a direct quotation.

QUOTATIONS

Use double quotes unless the quotation appears within a quotation. Punctuation at the end of a quotation should be included inside the closing quotation mark.

She remarked: “This charge of ‘fraudulent conversion’ will never stick.”

Quotations of five lines or longer (or over fifty words) should be indented as extracts and separated from the main text by a space above and below. Within the quotation further indentations should be made as needed to indicate the paragraphing of the original source. Such text extracts should *not* be set within quotation marks:

It was not normal for either servant or factory girls to receive a fixed and adequate yearly income. Since average wages only rarely exceeded the minimum necessary for existence ... ill-health or unemployment meant drastic cuts in wages and a dramatic deterioration in women's living standards.

... Cyclical slumps also occasioned massive redundancy, a problem which was particularly acute for waitresses and women employed in domestic trades and seasonal occupations.

Do *not* indent the first word of the matter following the quotation if it is a continuation of the paragraph containing the quote. But do indent the first word of the matter following the quotation if it is a new paragraph.

ELLIPSES

Omit ellipses at the beginning and end of quotations unless they are needed for sense. Three ellipses points “...” are used to indicate an omission with a quotation, with space occurring before the first dot and after the last. Where necessary for fidelity to the original and ease of reading, these three may be preceded or followed by a comma, a colon, a semicolon, a question mark, or an exclamation point.

Casca said: “There was more ... foolery yet.”

Oh, thou founding fire, ... thou too hast thy incommunicable riddle.

One should also brackets when inserting any corrective/clarifying words in a quotation. E.g.:
She [the mother] was distraught.
Men [sic] rule the animal kingdom.

ABBREVIATIONS AND CONTRACTIONS

Avoid unnecessary abbreviations – they are only confusing the reader.

Do not use the full point after contractions if the abbreviations include the first and last letter of the word: Mr Mrs Dr St Ltd.

BUT please note that it is vol., vols., ed., eds. eq., and no.

Note that there are full points after “*ibid.*” and “*et al.*” but not after “*idem*” and “*passim.*”

Use full points in the abbreviation of names of countries (except the USSR) but omit them with acronyms: U.S., U.K., UN, EU, NATO, AFL.

GRAMMAR AND LANGUAGE

“That” should be used with a restrictive clause, “which” with a non-restrictive clause.

“That” never requires a comma, but “which” should be set off by one preceding it. e.g., “Hand me a pen that works,” vs. “This pen doesn’t work, which is just typical.”

“Since” should be changed to “because” when its meaning is ambiguous.